



**ALGEBRA**



# **E-learning Courses in English**

# Contents

3	Compliance
3	Customer Success and Service
4	Diversity and Inclusion
5	Health and Wellness
6	Human Resources
8	Information Technology
8	Leadership
11	Next Big Idea Club
14	Personal Development
16	Professional Skills
20	Sales and Marketing

## Compliance

### **Sexual Harassment Prevention Training**

Meet stringent state requirements for sexual harassment prevention training

### **Are You Prepared to Weather the Storm?**

Prepare your audience for hurricanes with compelling public safety training.

### **Construction Safety 101**

Build safety training that's easy and enjoyable to explore in the field.

### **How to Avoid a Conflict of Interest**

Help your team avoid a conflict of interest with compliance training.

## Customer Success and Service

### **Soliciting and Responding to Customer Feedback**

Sharpen your skills at seeking out and reacting to customer feedback.

### **Managing a Successful Contact Center**

Managers—cover top practices to lead your contact center team to greatness.

### **Cultural Sensitivity in Customer Service**

Learn cultural sensitivity practices to excel at customer service.

### **Managing a Customer Service Team**

Learn how to lead your customer service team to excellence.



### **Customer Communication Essentials**

Develop your communication skills to provide exceptional customer support.

### **Working With Upset Customers**

Get a step-by-step action plan to turn unhappy customers into satisfied ones.

### **Optimizing Customer Communication Acro...**

Communicate effectively with customers through different channels.

### **Handling Difficult Customer Service Sce...**

Maneuver through challenging customer service scenarios with care and tact.

### **Customer Service Skills**

Ready to take your customer service to the next level? This skills course can help.

### **Customer Service Fundamentals**

Get started with the basics of providing excellent customer service.

### **Do You Have These Four Essential Custo...**

Boost your team's skills with engaging customer service training.

## **Diversity and Inclusion**

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### **Power and Pride: The Origins of Pride Month**

Discover Pride month's roots in decades of radical activism for LGBTQ+ rights.

### **Beyond Pride: Year-Round Action**

Learn to authentically reflect the values of Pride Month all year with this course.

### **Black History Month**

Celebrate Black History Month with this inspiring and educational course.

### **How to Be an Ally for Diversity and Inclusion**

Interrupt discrimination and resist oppression as a diversity and inclusion ally.

### **Diversity Basics: Foundations**

Explore the essential elements of diversity, equity, and inclusion.

### **Diversity Basics: Taking Action**

Learn how to make lasting change in your community.

### **How to Recognize and Overcome Bias—Featuring Bestselling Author Dr. Jennifer Eberhardt**

Learn to see limiting hidden beliefs and biases—and get strategies to overcome them.

### **How to Avoid Bias in Talent Recruiting and Retention**

Identify and counter unconscious bias in hiring and employee development.

### **Creating Social Change: A Guide for Everyday ...**

Encourage civic engagement with this guide on creating social change.

### **Cultivating Diversity, Inclusion, and Belongi...**

Create a diverse workplace culture that champions equity and inclusion.

### **Working Across Cultures**

This sensitivity training helps build relationships across cultures.

### **Jennifer Eberhardt on Uncovering the Hidden Prejudice That Shapes What We See, Think, and Do**

Expand your awareness by discovering what shapes our perception.

### **Zachary Wood on Having Uncomfortable Conversations About Sensitive Issues**

Learn how to have difficult conversations on controversial issues.

## **Health and Wellness**

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### **Impostor Syndrome: What It Is and How to Overcome It**

Learn how to face your insecurities and overcome impostor syndrome for good.

### **5-Day Challenge to Improve Your Mental Health**

Spotlight valuable mental health practices with this 5-day challenge.

### **Retirement Planning for Every Stage of Life**

Plan for your retirement, and set yourself up for picturesque golden years.

### **COVID-19: The Fight Continues**

Get the latest COVID-19 safety, prevention, and vaccination guidelines.

### **Answering Common COVID-19 Vaccine Questions**

Find answers to common questions regarding COVID-19 vaccines.

### **Shankar Vedantam on the Hidden Benefits of Delusion**

Discover the ways delusion supports well-being and a functional, successful society.

### **Coping With Stress and Uncertainty During COVID-19**

Learn coping techniques to improve your emotional well-being during COVID-19.

### **COVID-19: What You Need to Know**

Provide your team with need-to-know information about the new coronavirus (COVID-19)



### **How to Create an Employee Wellness Program: A Step-by-Step Guide**

Learn how to plan and launch an inclusive wellness program all employees appreciate.

### **Dealing With Stress, Pressure, and Burnout**

Learn how to recover from mentally distressing situations.

### **Dr. Ethan Kross on Harnessing the Chatter in Our Minds for Good**

Learn to tame negative self-talk and use your inner voice to your advantage

### **Harnessing Emotions in the Workplace With Liz Fosslien and Mollie West Duffy**

Discover why your most intense emotions do belong in the workplace.

### **Coping With Workplace Change**

Learn how to embrace and navigate change effectively with help from this training.

### **Beating Burnout: Spot the Symptoms and Ta...**

Do you suffer from burnout? Learn how to spot the symptoms and beat burnout for good.

### **7 Go-to Strategies to Tame Stress**

Need a break from stress? Relieve tension with healthy coping techniques.

### **Good Stress? Embracing Eustress to Improve Your Life**

Learn about different types of stress and how to embrace the right kind.

### **The Basics of Managing Stress**

Learn how your body reacts to stress and how to deal with it.

### **Alex Hutchinson on Endurance**

Reach your potential by stretching your physical and mental limits.

### **Daniel Levitin on Reenvisioning the Aging Process**

Learn strategies for living a healthier, happier, and longer life.

### **Dr. Vivek Murthy on the Healing Power of Human Connection in a Sometimes Lonely World**

Combat loneliness by building a more connected life and world.

## **Human Resources**

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### **Choosing Health Insurance: Traditional vs. High-Deductible Plans (PPO vs. HDHP)**

### **Sexual Harassment Training for Employees and Managers**

Prevent, recognize, challenge, and address harassment at work.

### **Doing the Right Thing: A Guide to Good Business Ethics**

What are business ethics? Check your conduct with this employee ethics training.

### **7 Types of Interviews and When to Use Them**

Take your interview process to the next level with seven styles and when to use them.

### **Getting Started in Human Resources**

Learn five key functions of HR to master the basics of this critical department.

### **How to Conduct an Effective Job Interview**

Hone your interviewing skills to attract and hire top talent.

### **How to Attract and Retain Top Talent**

Learn how to find and nurture the best talent for your business.

### **A Guide to Workplace Integrity**

Align your values and actions with this workplace integrity training.

### **Dealing With a Problem at Work? When and How to Involve HR**

This guide outlines when—and when not—to take a problem to HR.

### **Driving Your Career**

Give your team guidance on their professional growth.



# Information Technology

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## Search Engine Optimization

Learn everything you need to know about search engine optimization (SEO).

## How to Protect Yourself Against Phishing Attacks Online Security Fundamentals

Safeguard your valuable information from malicious scammers.

## Online Security Fundamentals

This course reviews best practices for online safety in a variety of settings.

## What Is Social Engineering?

Step into the mind of a social engineer to understand how they target victims.

## How to Protect Your Data

Protect confidential data with these practical, easy-to-follow security tips.

# Leadership

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## Communicating Change

Learn the principles for effectively communicating organizational change.

## Leading With Emotional Intelligence

Develop emotional intelligence by expanding your personal and social competence.

## Bo Seo on What Debate Teaches Us About Listen to Each Other

Debate champion Bo Seo makes the case for arguments as a force for good.

## Change Management Models: Advanced Application

Streamline company changes with five fundamental models.

## Elena Botelho on the Secrets to Career Success

Supercharge your career with strategies from top business leaders.

## Becoming the Boss: A Guide for New Managers

Use this guide to transition seamlessly from employee to manager.

## Develop a Thriving Team

Managers—learn techniques to guide your team to flourishing careers.

## Motivating Your Team

Create a motivating workplace and spark your team's best work with new techniques.

## Transitioning to Remote Work

Guide your team through the transition from working in the office to working from home.

## How Great Leaders Solve Problems

Learn to lead your team to new heights of creative problem-solving.

## The Four Stages of Team Development

Learn the stages of team development and how to help your team navigate them.

## How to Be an Ethical Leader

Build an ethical culture with upstanding leadership and business practices.

## A Blueprint for Effective Workplace Leadership

Learn the fundamentals of effective leadership in the workplace.

## Leading Through Difficult Times

Prepare your management team to lead effectively through times of crises.

## Fostering Fearless and Resilient Teams—Featuring Bestselling Author Mollie West Duffy

Foster resilient teams that adapt well when facing challenges or uncertainty.

## Crisis Management

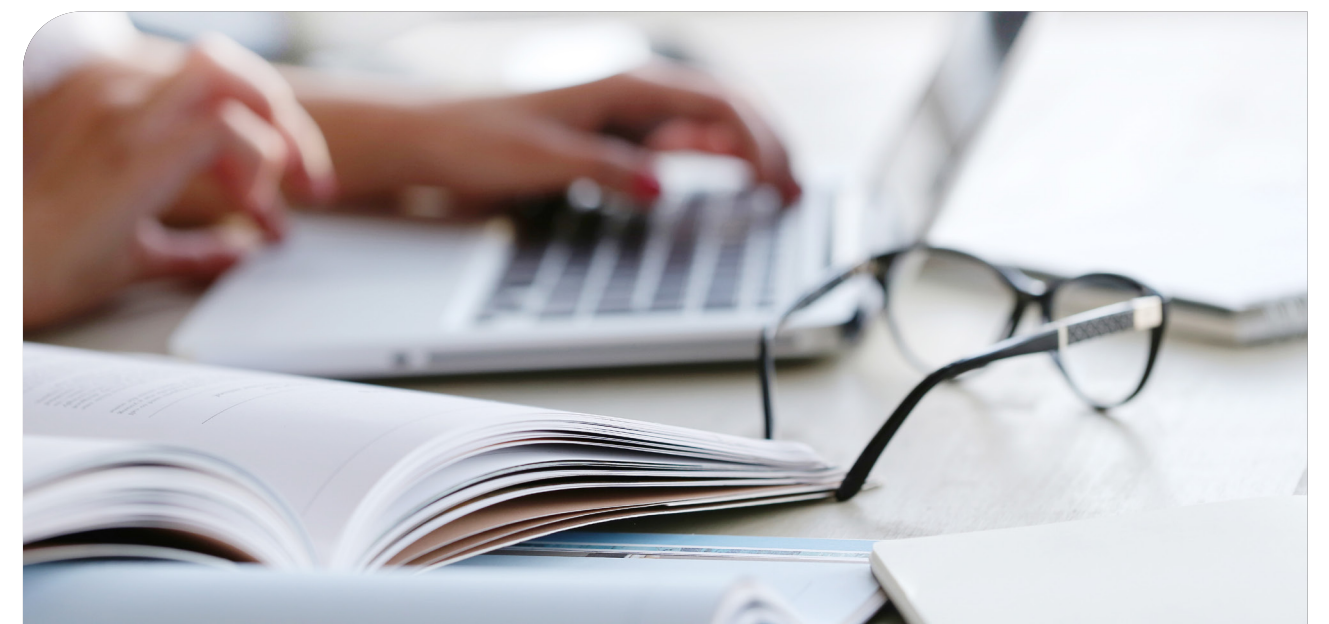
Get tools to prepare for or prevent crises—and rebound if disaster strikes.

## Henry Timms and Jeremy Heimans on Redefining Power in a Hyper-Connected World

Uncover the meaning and repercussions of modern power dynamics.

## Letting an Employee Go Gracefully

Not the right fit for your team? Learn how to let employees go with tact.





### **A Guide to Mentoring Others**

Cultivate effective mentors at your company with this guide on mentoring others.

### **Resolving Conflict**

Get tips and techniques to resolve conflict between colleagues quickly.

### **Effective Feedback Strategies**

Get the tools you need to give feedback to reinforce or redirect work behaviors.

### **5 Leadership Styles to Influence a Team**

Propel your team to new heights with five distinct leadership styles.

### **Overcoming Common Challenges of Remote Managers**

This guide covers common challenges managers face in remote environments.

### **A Guide to Managing Remote Teams**

Expand your management toolkit with strategies targeted at remote teams.

### **A Guide to Navigating Team Dynamics**

Explore the various dynamics that make up a team to enhance your work environment.

### **Performance Management**

Learn to plan for, oversee, and review your team's performance to help them find success.

### **The Secrets of Skilled Delegation**

Become indispensable. Know when and how to delegate to get work done through a team.

### **Create an Envable Team Culture**

Learn to build a strong, positive work culture and transform it into an enviabl...

### **Introduction to Team Management**

Get the fundamentals to lead a team to greatness—as individuals and a group.

### **Safi Bahcall on Nurturing the Ideas That Win Wars, Cure Diseases, and Transform Industries**

Apply scientific principles to your best ideas to help them flourish.

### **Daniel Coyle on the Secrets of Highly Successful Groups**

Absorb the secrets of success from the highest-performing teams.

### **A Manager's Guide to Resolving Team Conflict**

This guide prepares managers to handle team conflict more effectively.

### **A Guide to Effective Meetings**

Cut down on unnecessary and unproductive meetings with this guide.

## **Next Big Idea Club**

### **Susan Rogers and Ogi Ogas on This Is What It Sounds Like**

Discover your musical sweet spots and take listening to the next level.

[Personal Development](#)

### **Eric Barker on Playing Well With Others**

Form close relationships by rethinking classic relationship advice.

[Leadership](#)

### **Elena Botelho on the Secrets to Career Success**

Supercharge your career with strategies from top business leaders.

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### **Daniel Pink on the Benefits of Regret**

Explore an unexpected source of motivation: your regrets.

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### **Chip Heath on Making Numbers Count**

Learn the secrets of making numbers count—whether you're a “numbers person” or not.

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### **Ayelet Fishbach on Getting It Done**

Achieve more with this course on the science of self-motivation.

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Learn why a meaningful life is about more than just pleasure.

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### **Bradley Staats on How to Stay Relevant, Reinvent Yourself, and Thrive**

Unlock psychological hacks to keep learning, adapting, and improving.

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### **Katy Milkman on How to Change for the Better**

Learn to achieve lasting behavior change.

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Discover the untapped potential of thinking beyond your brain.

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### **Rutger Bregman Offers a Hopeful History of Humankind**

Is humankind good or evil? Explore what science tells us about human nature.

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### **Amanda Ripley on Why We Get Trapped in Conflict and How We Get Out**

Learn how to turn unhealthy conflict into a positive force for change.

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Get to know the hidden workings of the human brain.

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Challenge your understanding of the role of work in modern society.

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### **Wendy Wood on Good Habits, Bad Habits**

Unlock the secret to breaking bad habits and building good ones.

[Personal Development](#)

### **Daniel Pink on the Science of Perfect Timing**

Work smarter and live better with the science of perfect timing.

Personal Development

### **David Epstein on Why Generalists Triumph in a Specialized World**

Explore the benefits of being a jack-of-all-trades.

Professional Skills

### **Kate Murphy on the Science of Effective Listening**

Cut through the noise with strategies for better listening.

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### **Steven Johnson on Farsighted Decisions**

What will you do? Learn to tackle complex decisions in three steps.

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Achieve more with this course on the science of self-motivation.

### **Paul Bloom on Finding Meaning and Pleasure Through Suffering**

Learn why a meaningful life is about more than just pleasure.

### **Time to Find a New Job? Here's How**

Ready to find a new job? This course guides you through the process.

### **Bradley Staats on How to Stay Relevant, Reinvent Yourself, and Thrive**

Unlock psychological hacks to keep learning, adapting, and improving.

### **Katy Milkman on How to Change for the Better**

Learn to achieve lasting behavior change.

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Learn how to turn unhealthy conflict into a positive force for change.

### **Dr. Lisa Feldman Barrett With Seven and a Half Lessons About the Brain**

Get to know the hidden workings of the human brain.

### **Setting Goals That Actually Work**

Create achievable goals with these foolproof, time-tested tips.

### **How to Get Noticed at Work**

Get noticed and increase your visibility at work with the help of this training.

### **4 Ways to Add Value and Earn a Raise at Work**

Explore four ways to increase your contributions and compensation at work.

### **5 Career Roadblocks and How to Overcom Them**

Learn how to overcome five of the most common obstacles to career development

### **Feeling Unmotivated at Work? Common Causes and Tips to Increase Motivation**

Learn four primary causes of low motivation along with strategies to overcome each.

### **James Suzman on What Hunter-Gatherer Societies Teach Us About Work, Time, and Well-Being**

Challenge your understanding of the role of work in modern society.

### **Shellye Archambeau on Being Unapologeticall Abitious**

Have a goal? Go after your dreams with unapologetic ambition and tact.

### **Janelle Shane on the Realities of Artificial Intelligence**

Learn about the most recent developments in artificial intelligence.

### **4 Personality Types That Suffer From Chronic Lateness**

Discover your personality type and learn tips to overcome the cycle of lateness.

### **Scheduling 101: How to Prioritize Tasks and Avoid Procrastination**

Learn how to create a schedule that embraces shifting priorities.

### **Time Management Essentials**

Ramp up your productivity by exploring the basics of time management.

### **How to Land Your Dream Job**

Land your dream job with this training's resume, cover letter, and interviewing tips.



### **How to Overcome Your Fear of Failure**

Overcome your fear of failure and learn to take more positive, professional risks.

### **Assessing Your Strengths, Interests, and Values**

Identify and leverage your unique strengths, interests, and values at work.

### **Wendy Wood on Good Habits, Bad Habits**

Unlock the secret to breaking bad habits and building good ones.

### **Daniel Pink on the Science of Perfect Timing**

Work smarter and live better with the science of perfect timing.

### **David Epstein on Why Generalists Triumph in a Specialized World**

Explore the benefits of being a jack-of-all-trades.

### **Unsolved Mystery: The Case of Amelia Earhart**

See how easy it is to bring educational content to life.

## **Professional Skills**

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### **Change Management Fundamentals**

Gain a strong foundational understanding of change management.

### **Write Like a Boss**

Learn to communicate written messages clearly, efficiently, and effectively.

### **Guide to Negotiation and Persuasion**

Learn the art of successfully influencing others using negotiation and persuasion.

### **5 Strategies for Managing Scope**

Boost your ability to define and maintain scope.

### **Getting Started With Project Management**

Learn the basics of project management.

### **Communication Fundamentals**

Learn to clearly and effectively send and receive messages at work.

### **A Guide to Empathy at Work**

Foster connection in the workplace with this comprehensive guide on empathy.

### **Change Management Models: Understanding the Basics**

Discover five fundamental change management models and how they work

### **Advanced Problem-Solving**

Supercharge your problem-solving skills with these proven techniques.

### **Workplace Distractions: How to Avoid Time-Wasting Traps**

Cut out distractions once and for all with these easy-to-implement strategies.

### **Creating and Delivering Business Presentations**

This training helps learners create and deliver winning business presentations.

### **Leading Through Change**

Learn how to effectively lead your team through change.

### **A Guide to Workplace Professionalism**

Learn the basics of professional behavior and attitudes in the workplace.

### **6 Tips for Successful Peer-to-Peer Training**

Learn to develop leadership and communication skills by training a new peer.

### **The Complete Guide for New Professionals**

This guide walks new professionals from first-day jitters to job mastery.

### **The Art of Managing Up**

Create alignment and build an effective relationship with your manager.

### **The Remote Work Survival Guide**

Learn to navigate the challenges of remote work with four expert strategies.

### **Problem-Solving Fundamentals**

Learn strategies and mindsets anyone can use to overcome challenges.

### **Business Writing Fundamentals**

Learn how to communicate effectively through business writing.

### **Do's and Don'ts After Losing Your Job**

Lost your job? Don't panic. Here's how to get back on track.

### **A Step-by-Step Guide to Problem-Solving**

Learn a five-step approach to overcoming even the trickiest of issues.

### **Annie Murphy Paul on Thinking Outside the Brain**

Discover the untapped potential of thinking beyond your brain.

### **Improving Your Project Management Skills**

Discover how to make your projects better.

### **Change Management for Project Managers**

Learn how to analyze and implement project changes.

### **Secrets to Successful Reporting for Project Managers**

Enhance your project reporting abilities.

### **Communication Strategies for Project Managers**

Learn how to communicate effectively with your team.

### **Project Management Scheduling**

Improve your project scheduling skills.

### **Mastering Project Management Frameworks**

Explore project management frameworks and learn how to apply them to your projects.

### **Take Control of Your Future: Career Development 101**

Use these tools to plan, manage, and advance your career.

### **Developing and Maintaining a Professional Network**

Grow your career by nurturing a rich and diverse professional network.

### **Maria Konnikova on Poker, Decision-Making, and Human Psychology**

Explore psychology through one of humanity's fiercest games: poker.

### **Coming Back From a Big Workplace Mistake**

Repair the damage and rebuild your reputation after making a big workplace mistake.

### **Supercharging Your Career With the Help of a Mentor**

Unlock the career benefits of finding a mentor by becoming a model mentee.

### **How to Work Effectively With Different Communication Styles**

This guide covers four communication styles and how to work effectively with each.

### **How to Improve Your Focus at Work**

Learn tips and tricks to avoid distractions and maximize concentration.

### **How to Build Better Relationships With Your Boss and Coworkers**

Learn to develop effective working relationships with your boss and coworkers.

### **Common Workplace Challenges and How to Handle Them**

Learn how to navigate common workplace challenges.

### **Master the Art of Verbal Communication**

Level up your workplace verbal communication skills to "expert".

### **Improve Your Business Writing Skills**

Learn quick self-assessment tricks to improve your business writing skills.

### **Kate Murphy on the Science of Effective Listen**

Cut through the noise with strategies for better listening.

### **Steven Johnson on Farsighted Decisions**

What will you do? Learn to tackle complex decisions in three steps.

### **Time Management**

Use these tips to help your team work smarter, not harder.

### **Resolving Conflict With Coworkers**

Get your team to work in harmony with training on conflict resolution.

### **Giving Effective Feedback**

Help others become the best versions of themselves with effective feedback.

### **Developing a Growth Mindset**

Unlock your team's capacity to learn, grow, and thrive.

### **When to Ask Your Boss for Help**

Train your team how to determine the best ways to escalate an issue.

### **Receiving and Seeking Feedback**

Help your team to grow with training on receiving and seeking feedback.

### **Overcoming Procrastination**

Inspire your team to overcome procrastination and boost productivity.

### **How to Have a Difficult Conversation**

Improve interpersonal skills with the four-step process in this course.

### **Project Management 101**

Build training that'll help your team hone essential project management skills.

### **Workplace Communication Basics**

Improve workplace communication by adapting this fundamental course.

# Sales and Marketing

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## **Social Media Marketing 201**

Part two of two deepens your understanding of social media for business. 2

## **Social Media Marketing 101**

Part one of two introduces social media basics for business.

## **Paid Advertising**

Learn the ins and outs of paid advertising in this comprehensive course.

## **Getting Started With Marketing Analytics**

Learn how to use analytics to maximize your marketing success.

## **A Guide to Content Marketing: Developing Your Strategy and Crafting Compelling Content**

Boost your marketing skills by learning how to develop a winning content strategy.

## **Website Marketing**

Follow a business owner's story as she learns the basics of website marketing.

## **How to Develop Winning Product Pages and Descriptions**

Increase product page conversions with these design and copywriting tips.

## **A Quick Guide to Developing a Go-to-Market Strategy**

Make your product launch a success with a winning go-to-market strategy.

## **Product Marketing Fundamentals**

Explore the fundamentals of product marketing and the product life cycle.

## **Optimizing Your Images for SEO**

Elevate your marketing efforts by learning to optimize images for SEO.

## **Marketing Fundamentals: Your Getting Started Guide**

Kick off your marketing journey with a go-to fundamentals guide.

## **Your Comprehensive Email Marketing Guide**

Learn to send and analyze top-quality email marketing campaigns.

## **Customer and Market Research**

Gain a customer and competitor understanding to win in the market.

## **A Guide to Brand Identity and Strategy**

This course will help you build a brand that stands apart from the competition.

## **Managing a Sales Team**

Master the tools managers need to empower reps and drive sales.

## **An Introduction to Sales Enablement**

Discover the importance of providing the right resources to your sales reps.

## **Connecting With Your Audience**

Learn how to tailor presentations to pique client interest.

## **Build the Ultimate Sales Presentation Slide Deck**

Learn to build a slide deck and impress your audience with a pitch that sticks.

## **Secrets to Winning Sales Presentations**

Effectively demonstrate you're the perfect solution for your prospect's needs.

## **Building Relationships in Sales**

Dive into the relational aspect of sales.

## **Sales Fundamentals**

Review the basics of sales.

## **Expert Strategies for Overcoming Sales Objections Fundamentals**

Sales objections aren't always a hard "No." Learn to overcome them in this course.

## **Psychology Tips That Unlock Sales**

Get tips to understand the mind, meet client needs, and close the sale.

## **Why People Buy: Boost Sales by Understanding Customer's Needs**

Uncover buyers' needs and motivations to boost sales.

## **Closing the Deal: Negotiation Strategies to Increase Sales**

Master the art of sales negotiation to close more deals.

## **The Ultimate Sales Prospecting Guide**

Open new relationships—and win more sales—by learning to prospect like a pro.

## **How to Handle Objections: Getting Customers to Say, „Yes!“**

Empower your sales team with practical tips and realistic scenarios.





**ALGEBRA**

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